

31 October 1958

MEMORANDUM FOR THE RECORD

SUBJECT: DTR Staff Meeting

1. Mr. Baird stated he was very elated with the success he has enjoyed in connection with inviting people to the JOT Program devoted to selling the U. S. abroad. He has received affirmative responses from OCB, USIA, State, ICA, Bureau of the Budget, Labor, Commerce, National Science Foundation, Business Advisory Council, and Health, Education and Welfare. Final arrangements will be concluded by [REDACTED] and schedules drawn up for these two weeks.

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2. In connection with the plan to transport the JOT's to auditoriums in State Department, etc., cover arrangements will be considered by [REDACTED] and arrangements made by [REDACTED]

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3. [REDACTED] brought up the matter of use of thermo-fax copies. They are in no way permanent. He finds that there are large numbers of papers which he had hoped to retain permanently which have deteriorated by exposure, etc. Mr. Baird instructed all present to review their files and make permanent copies of any thermo-fax papers which are considered permanent records.

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4. OFC No. 16 has been canceled. Tutorial instruction has been arranged for a small number of those officers who have an immediate requirement for this course. It will be replaced by two courses. The first will be called Ops Familiarization Course, and it is intended that it will prepare Support people not in the chain of command for overseas assignment. Mr. Baird defined "not in the chain of command" as being Support personnel and personnel engaged in such matters as reports, etc. The second course will be somewhat similar to the first, but will be designed for those persons who are assigned to Headquarters. Both are to be given at [REDACTED] and will be somewhat shorter in duration than the old Ops Familiarization Course.

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5. Mr. Baird stated three key positions open overseas and requested candidates if those present had any: Chief of Base,

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6. 5% training program - OTR is down to 2.9%. *AUGUST*

7. UGF - Prior to today, OTR had collected \$2,681.50 plus fifteen confidential contributions, amount unknown. Personnel of OTR have pledged \$2,800 against quota of \$2,560. It is expected that when all returns are in, OTR will be from \$400 to \$500 over quota. It is also estimated that between 95 and 100 per cent will have contributed.

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8. Mr. [REDACTED] was asked to report on the three-day support meeting at [REDACTED]. He stated that approximately twenty-five Chiefs of Support were present. The theme was "Get at the DD/P Problems." Major items included:

(1) New budgetary concept. Details not furnished by [REDACTED] but available on request.

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(2) Col. White stated that he feels that all units are aware and conscious of costs which are controlled by the unit, but not those which are controlled by other units. Example: OTR erecting petitions, the cost of which would be borne by Logistics Office. In the future, in view of the establishment of cost centers, OTR will have to consider the erection of petitions as opposed to the purchase of typewriters.

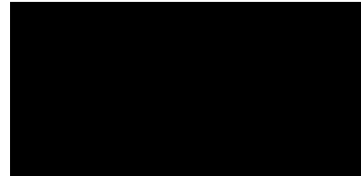
(3) By next spring, each element of the Agency will have its own cost center, which will provide for funds to meet maintenance and similar costs.

(4) On January 1 each office will be given a quota for printing costs. The quota will be arrived at by the printing shop, who will use previous figures for each office's allocation.

(5) New system of control of supply and equipment will be originated. Will provide for charge out at original cost and turn ins at depreciated cost. In the past it was mentioned that Logistics oftentimes did not give credits for turn ins and as a result successive charge outs had been made at new cost, which provided Logistics in some cases with considerable kitty.

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9. [REDACTED] stated that Support tours would be established in the future with considerable advance notice to the candidate. Being done in order to enable candidate to complete all training and processing two months prior to departure for overseas station.



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